

PLANNING ACTIVITIES
Project Packet

Participating Municipalities: _____

☐ **Regional Activity** (check here)

1. Name of Project: _____
(If proposing more than one planning project, please complete a project packet for each proposed project.)

2. Eligible Activity:
(Select one from the following project categories and indicate the appropriate components.)

☐ **Planning**

Projects/programs must be consistent with the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. DHCD staff will review for compliance. Ineligible activities will not be scored. (See Appendix A and pages 2-3 of the Application Guidance section for Eligibility guidance.)

3. National Objective: (select one)

☐ Benefit to low- and moderate-income persons. For this national objective, indicate whether the beneficiaries are based upon:

- ☐ Area-wide benefit (LMA) or,
- ☐ Limited clientele (LMC) **and**

Estimate the number of low- and moderate-income persons or households (for housing activities) to benefit from the Project and provide:

Total number of beneficiaries _____
Total Low/Mod beneficiaries _____
Percentage of L/M beneficiaries _____%

☐ Elimination of slums or blighting conditions: Area ☐ (SBA) **or**
Spot ☐ (SBS)

For area-wide blight:

Percentage of deteriorated buildings/qualified properties _____%
In what year did DHCD designate the area? _____

Describe in detail how the result of the planning project, if implemented, will meet a national objective and how it will be documented. (See page 18 of the Application Guidance section for National Objective guidance.)

Threshold Requirements

4. Demonstrate project consistency with the applicant's Community Development Strategy. Describe how the proposed project is consistent the Community Development Strategy included in this application. (See page 23 of the Application Guidance section and pages 5 and 6 of the One Year Action Plan for Community Development Strategy Consistency guidance.)

5. Demonstrate project consistency with the Sustainable Development principles. (See page 23 of the Application Guidance section and page 5 and Exhibits 5 and 6 of the One Year Action Plan for Consistency with the Sustainable Development Principles guidance.)

6. Project Description

Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components. For regional applicants, list the amount of funds allocated per community for the project(s). This description will be used to confirm overall project feasibility.

7. Project Budget Information:

CDBG project cost:	\$ _____
CDBG delivery cost:	\$ _____
Total CDBG cost:	\$ _____
Other Project funds (if applicable):	\$ _____
Total Project Cost:	\$ _____

Cite Sources of Other Project Funds: _____

Detailed Budget Requirements (This information will be used to confirm overall project feasibility.)

1. Demonstrate Cost Reasonableness

- a. Provide a detailed budget/cost estimate, signed by the preparer.

- b. Explain the process used to review the accuracy of the budget/cost estimate.
 - c. Explain the qualifications of person who prepared the cost estimate.
2. Submit a detailed budget for the scope of work. Provide an explanation of sources and uses for all funding.

8. Location/address of Project: _____

Location (by streets) of Project: _____

If applicable, define boundaries of target area by street name(s), delineation of area surveyed for national objective compliance:

COMPETITIVE QUESTIONS

(Please address these questions in no more than three pages, plus attachments.)

1. Project Need

What is the need for the proposed activity?

Define the need or problem to be addressed. Provide evidence of the severity of the need or problem. Who is the affected population and why is this population presently underserved or not served? Or, identify and describe the affected area and why this area in particular is adversely affected?

The need for the project will be evaluated upon the extent to which the response demonstrates the severity of need through surveys, census data, architectural and engineering studies. Applicable photographs must be included in the appendix.

2. Project Impact

What will be the impact of the proposed activity?

Describe the impact the activity will have on the specifically identified needs. How much of the need will be addressed?

For projects benefiting lmi persons or households, provide the number of lmi persons or households served by the project as a percentage of the lmi

population in the target area. For projects addressing slum and blight, provide the number of buildings, linear feet of infrastructure or other quantitative measures as a percentage of the blighted conditions in the target area.

Project Impact will be evaluated on the extent to which the response documents that the activity addresses a significant amount of the identified need and that the activity proposed will have measurable improvements/identifiable outcomes that will benefit the intended beneficiaries and/or the target area.